



DEPARTMENT OF THE ARMY

U.S. Army Corps of Engineers
WASHINGTON, D.C. 20314-1000

REPLY TO
ATTENTION OF:
CEPR-O (715e)

26 April 2000

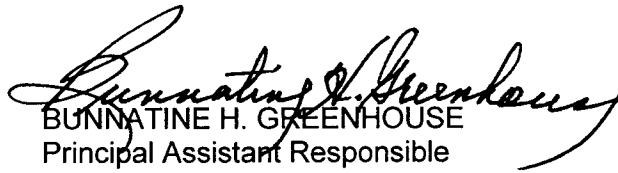
MEMORANDUM FOR COMMANDER/DIRECTOR, AL USACE COMMANDS,
ATTN: DIRECTOR/CHIEF OF CONTRACTING

SUBJECT: PARC Instruction Letter 99-2x, Past Performance Information Management System

1. Reference CEPR-O Memorandum dated 16 Feb 1999, Subj: PARC Information Letter (PIL) 99-2, Past Performance Information Management System (enclosed).
2. Because of an error in numbering, the referenced memo is corrected to read "PARC **Instruction** Letter 99-**2x**, Past Performance Information Management System".

FOR THE COMMANDER:

Encl


BUNNATINE H. GREENHOUSE
Principal Assistant Responsible
For Contracting



DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
WASHINGTON, D.C. 20314-1000

16 FEB 1999

REPLY TO
ATTENTION OF:

CEPR-O (715)

MEMORANDUM FOR COMMANDER/DIRECTORS, ALL USACE COMMANDS,
ATTN: DIRECTOR/CHIEF OF CONTRACTING

SUBJECT: PARC Information Letter (PIL) 99-2, Past Performance Information Management System

1. The use of Past Performance Information Management System (PPIMS) as part of the source selection process is well entrenched in our best-value procurements. It has proven an effective tool for helping to weed out poor performers and awarding contracts to contractors with good track records. As we gain experience and become more proficient in acquiring and using PPI, we request Directorates of Contracting (DOCs) to continue to share their best practices and lesson-learned for publishing on the USACE PARC home page (see paragraph 3.d below).
2. Less entrenched in USACE – but just as important – is the systematic preparation of annual Performance Assessment Reports (PARs) after the contract is awarded. The recent revision of AFARS Subpart 42.15 provides policy and guidance for the preparation of PARs (see FAC 98-1 dated 30 Apr 98), available on the Internet, <http://acqnet.sarda.army.mil/library/default.html>. The revised AFARS also officially established the mandatory use of the Army Past Performance Information Management System (PPIMS) for preparing PARs. A primary objective of this PIL is to describe our strategy for implementing PPIMS in USACE.
3. The enclosed memorandum dated 13 Jul 1998 from Dr. Kenneth J. Oscar, Deputy Assistant Secretary of the Army (Procurement) discusses the purpose and objectives of the PPIMS, and stresses the need for immediate and full implementation of the system by all Army contracting agencies (Enclosure1). Our plans for USACE implementation include the following:
 - a. PPIMS Administrators. In May 97, in anticipation of the launching of PPIMS, the office of the Assistant Secretary of the Army, Research and Development and Acquisition (SARDA) instructed the Heads of Contracting Activities (HCAs) to designate primary and alternate PPIMS Administrators who would be responsible for providing PPIMS guidance and training for their contracting personnel. In turn, USACE DOCs/Chiefs were required to designate local PPIMS administrators who would be responsible for local training. In USACE, the PPIMS administrators are Mr. Johnny Lane (primary) and LTC (P) Richard Moran (alternate). A list of the Systems Administrators can be found at Enclosure 2.
 - b. Training. The PPIMS is designed to be a user-friendly application that lends itself to self-guided instruction. During the inauguration of the PPIMS in Mar 99, we will endeavor to accommodate DOC preferences and travel budgets by offering several methods of training, including video teleconference (VTC) overviews; "hands-on" classroom instruction; "train the trainer" sessions for DOC PPIMS administrators; and assistance via e-mail or telephone.

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This will be accomplished by one onsite-training location. We will continue to provide these training options; however, we suggest the DOCs/Chiefs assess the effectiveness of their current training method(s) to determine if a change is in order, or whether additional training or assistance is needed from this office. Train the trainer sessions will commence March 99, HQUSACE, Washington D.C. Once trained, PPIMS will have mandatory usage. For a complete listing and description of current training options, see Enclosure 3.

c. USACE PPIMS Procedures Guide. This guide describes the PPIMS administrator's roles, responsibilities and procedures for managing PPIMS and interfacing with the USACE Contracting Divisions. The guide will be posted on the PARC home page. It is at Enclosure 4.

d. PPI Web Page. We are in process of establishing a PPI Best Practices web page on the PARC Home Page that will include such information as lessons-learned; *Do's and Don'ts*; practical suggestions; answers to questions; web site addresses for related topics, etc. The PPI web page will provide information on both the pre-award use of PPI for source selection as well as the post-award preparation of PARs. We expect the DOCs will provide much of the information that will be displayed on this site.

e. "CPR/PAR Watch". As indicated by Dr. Oscar's memorandum, SARDA is monitoring the use of PPIMS by the major commands (MACOMs) for preparing PARs. To ensure that USACE makes adequate progress in implementing PPIMS, we will monitor the use of PPIMS by each DOC/Chief and publish 33% of the results quarterly on the Home Page, beginning 1 February 99. The report will focus on the PARs that are mandatory for PPIMS (i.e., contracts \$1 million or more), and will display, by site, such information as: number of eligible contracts; CPR/PAR "due date", number and percentage of PARs started; number and percentage of PARs completed. Our goal is to achieve a 33% percent completion rate each quarter, so that at the end of three quarters, i.e., 1 Aug 99, we have attained and are sustaining a 100 percent CPR/PAR start and completion rate. The "watch" will also alert us to opportunities for providing guidance and assistance in meeting our goals.

1. PPIMS actions over \$100K. To accommodate the Construction/Supply contract criteria, two ratings will be required: Construction and Supply.
2. Reporting requirements. Additional requirements will be discussed in each training session.

Example: While PPIMS requires an overall rating for Quality of Product to Service, for Corps offices, this rating should also reflect:

- a. Implementation of the Plan
- b. Met Contract Requirements
- c. Storage of Materials

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f. Quarterly PPIMS VTCs. We will conduct quarterly VTCs to discuss the current status of PPIMS implementation, updates and initiatives, as well as to address issues that are raised or suggested by the DOCs/Chiefs. The first quarterly PPIMS VTC is tentatively scheduled for Tuesday, 1 Sep 99.

4. Also enclosed in this PIL are DRAFT copies of the EFARS implementation of AFARS 42.15 (Enclosure 5). We request you review these two documents and provide comments to this office by 6 Jul 99. Your input is important. Final versions of the EFARS and CMR guide implementations anticipate issuance by 31 Aug 99.

5. All data in SSCASS (Service and Supply Contractor Appraisal Support System) will be migrated to the PPIMS database. This will happen no later than 25 June 1999. Training site for "train the trainer" session is

Humphreys Engineer Center Support Activity
(Casey Building, Room 1A09)

MAR 8-12, 1999

6. Points of contact for information concerning this PIL are Mr. Johnny Lane, 202-761-8646, Johnny.lane@hq02.usace.army.mil and LTC (P) Richard Moran, 202-761-0688, Richard.j.moran@hq02.usace.army.mil.

FOR THE COMMANDER:

Encls


BUNNATINE H. GREENHOUSE
Principal Assistant Responsible
for Contracting